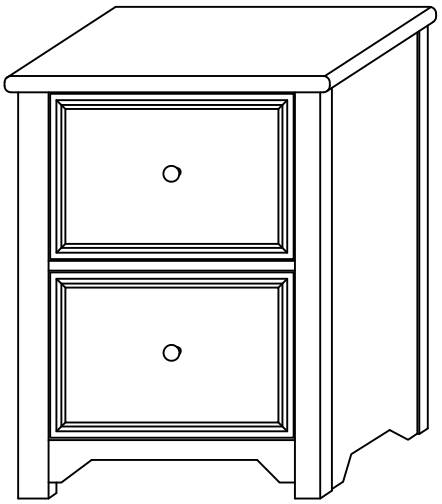
HOME
DECORATORS
COLLECTION

BF-20428 Oxford Collection 2 Drawer Letter Size File Cabinet

INV#29144

ASSEMBLY INSTRUCTIONS

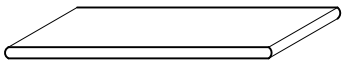
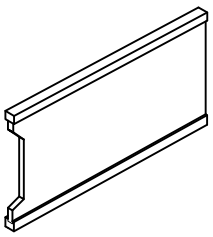
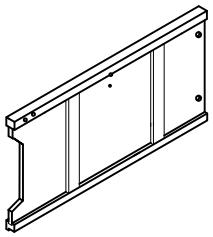
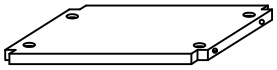
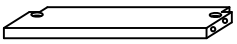
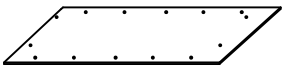
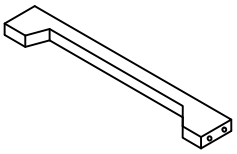
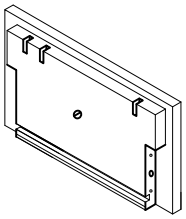
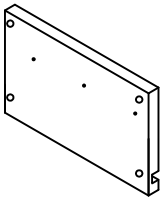
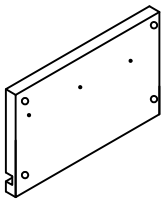
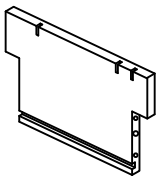
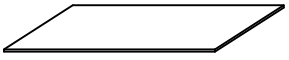
Made In China

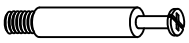
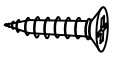
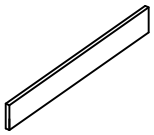
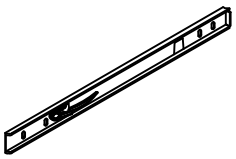
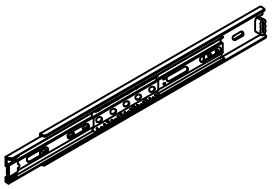


Thank you for purchasing this quality product. Be sure to check all packing material carefully for small parts, which may have came loose inside the carton during shipment. Count all parts and material hardware and then compare with parts list to be sure all parts are present. If any parts are missing or damaged, phone, fax, or mail to our Customer Service Department for efficient and speedy service. Please indicate the model number and code letter of part(s) needed.

IMPORTANT NOTE: Follow instructions listed below in proper sequence as numbered to assure fast, easy and correct assembly.

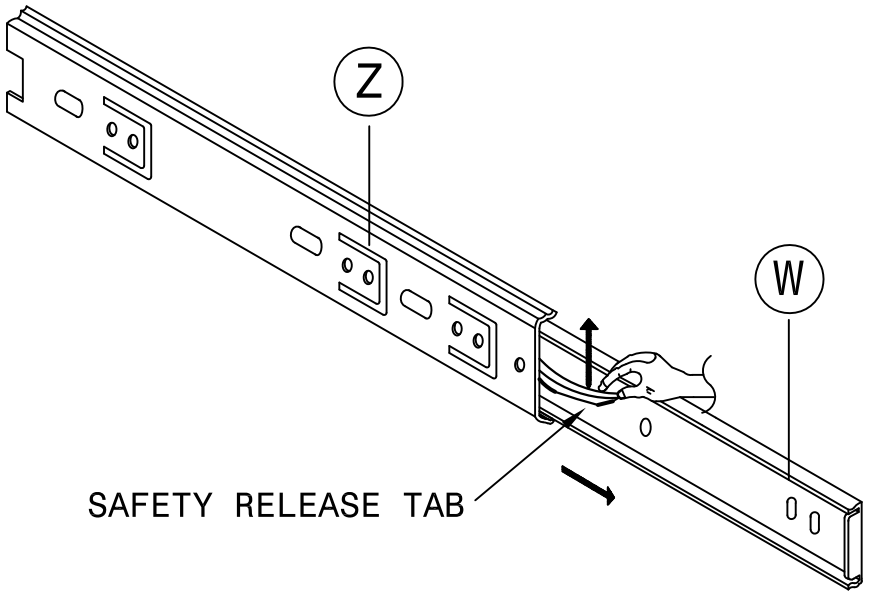
PARTS LIST

A  TOP PANEL-1PC	B  RIGHT SIDE PANEL-1PC	C  LEFT SIDE PANEL-1PC
D  BOTTOM PANEL-1PC	E  ACROSS PANEL-1PC	F  BACK PANEL-1PC
G  LOW PANEL-1PC	H  DRAWER PANEL FRONTS-2PCS	I  RIGHT DRAWER PANEL SIDES-2PCS
J  LEFT DRAWER PANEL SIDES-2PCS	K  DRAWER PANEL BACKS-2PCS	L  DRAWER PANEL BOTTOMS-2PCS

M CAM-LOCKS-10PCS	N  CAM-BOLTS-10PCS	P 6mm × 1"  SCREWS-16PCS
Q DOWELS-14PCS	R 6mm × 1/2" SCREWS-16PCS	S KNOBS-2PCS
T 8mm × 5/8" SCREWS-2PCS	U  FILE HANGERS-4PCS	V 6mm × 1/2" SCREWS-24PCS
W  INNER SLIDES-4PCS	Y CAM-TOOL-1PC	Z  OUTER SLIDERS-4PCS
W1 fall down prevention HOOKS-2PCS	X1 fall down prevention 6mm × 1" SCREWS-2PCS	Y1 fall down prevention GECKOS-2PCS
Z1 fall down prevention 7mm × 7/8" SCREWS-2PCS		

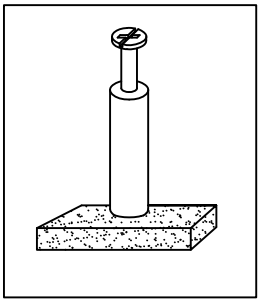
NOTE: THE SURFACE WITH THE STICKER IS THE BACK SIDE.

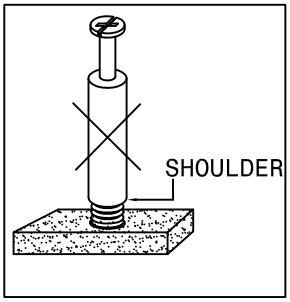
HOW TO SEPARATE GLIDES



PRIOR TO ASSEMBLY, WE SUGGEST SEPARATING THE INNER GLIDES FROM THE OUTER-GLIDES, SIMPLY PULL THE LEFT/RIGHT INNER GLIDES FROM THE OUTER GLIDES EXPOSING A SMALL BLACK SAFELY RELEASE TAB, BY PUSHING THE SAFETY RELEASE TAB. YOU WILL BE ABLE TO SEPARATE THE GLIDE.

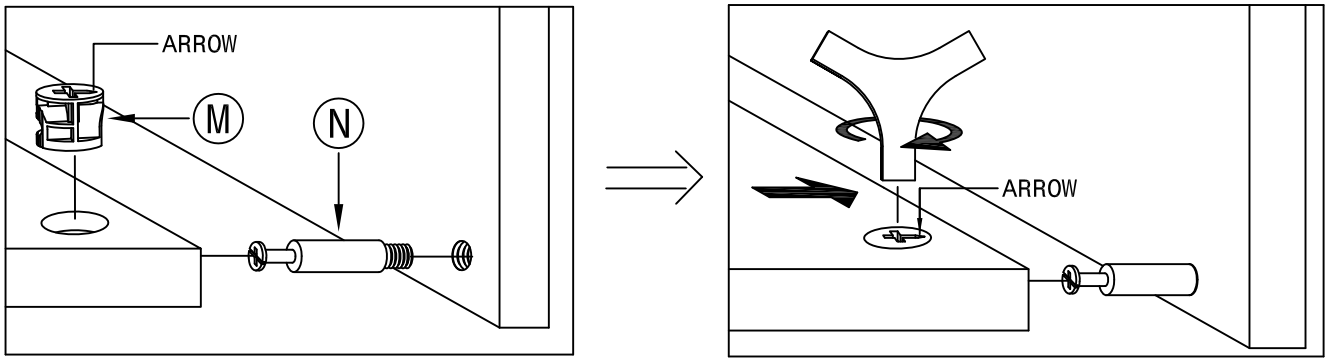
NOTE: • UPON OPENING, THOROUGHLY CLEAN ALL WOODS SURFACES TO REMOVE DUST AND DIRT THAT MAY HAVE SETTLED ONTO FINISH DURING SHIPMENT. IN ORDER TO PREVENT DAMAGE DURING ASSEMBLY, PLEASE ASSEMBLE THIS ITEM WITH AT LEAST TWO PEOPLE.



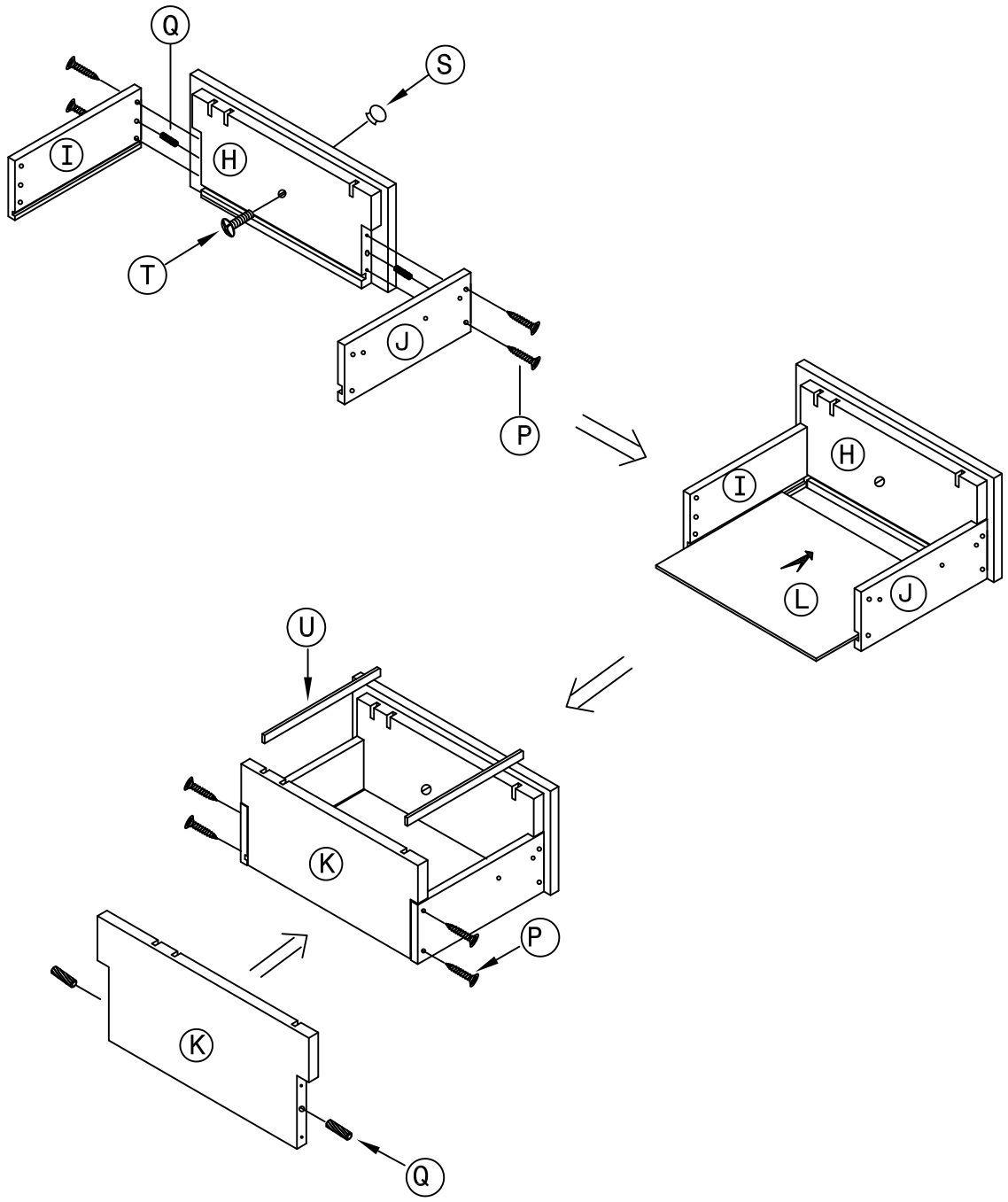


NOTE: TURN THE CAM-BOLT SCREWS UNTIL THEY ARE TIGHT, THE SHOULDER SHOULD BE AGAINST THE SURFACE OF THE PART.

HOW TO USE THE CAM-TOOL



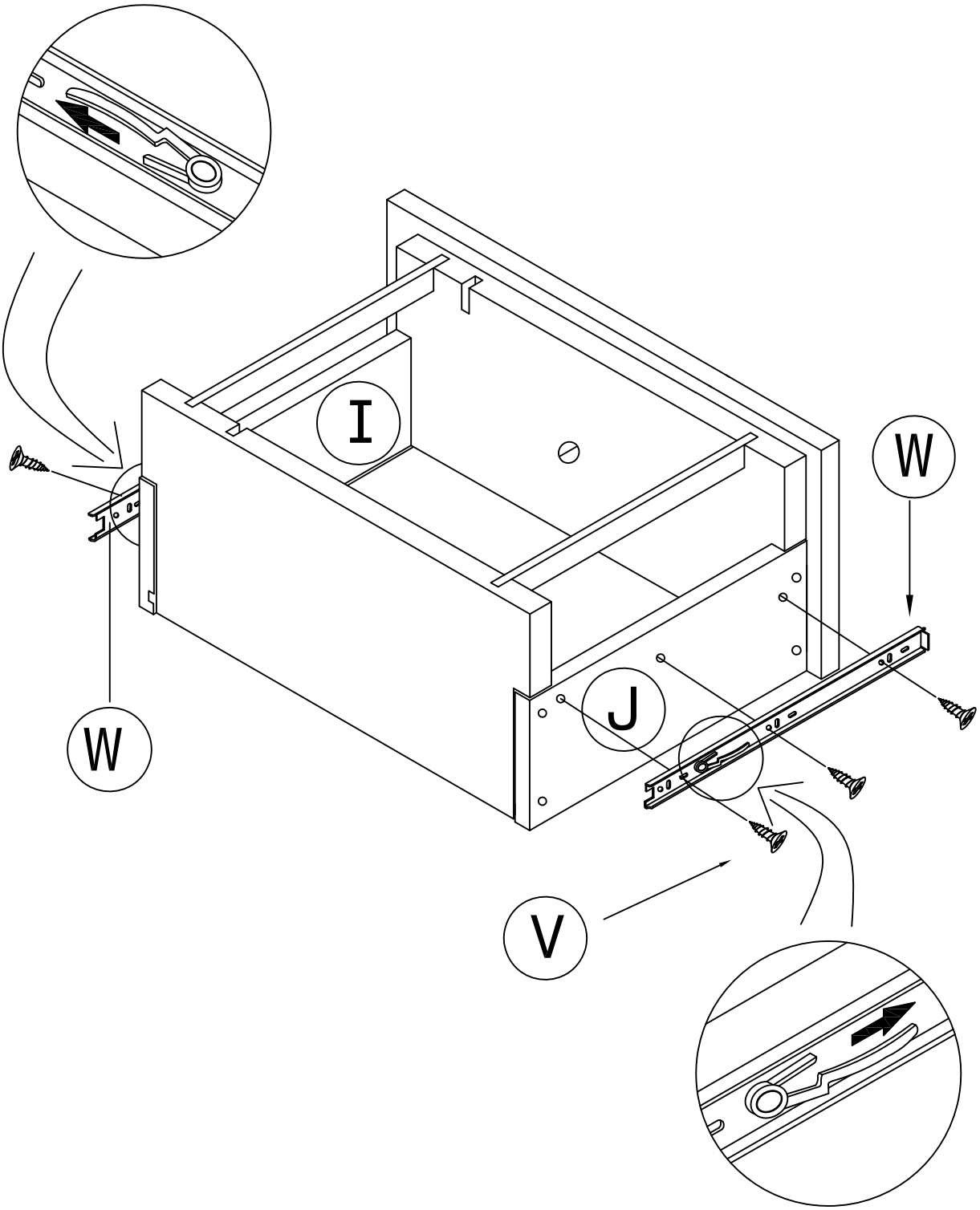
NOTE: • THE ARROWS ON THE HIDDEN CAM-LOCKS SHOULD POINT TO THE CAM-BOLTS.



1).ASSEMBLE THE DRAWER.

- INSERT DOWELS(Q) INTO THE HOLES IN THE PANEL(H) AND ATTACH SIDE PANELS(I/J) USING SCREWS(P).
- ATTACH THE KNOB(S) TO FRONT DRAWER PANEL(H) USING SCREWS(T).
- INSERT BOTTOM DRAWER PANEL(L) INTO THE SLOT IN THE SIDE DRAWER PANELS(I/J).
- INSERT THE DOWELS(Q) INTO THE HOLES IN THE BACK DRAWER PANEL(K) AND ATTACH USING SCREWS(P).
- INSERT THE FILE HANGER(U) INTO THE CUT-OUT OF DRAWER PANEL FRONT & BACK.

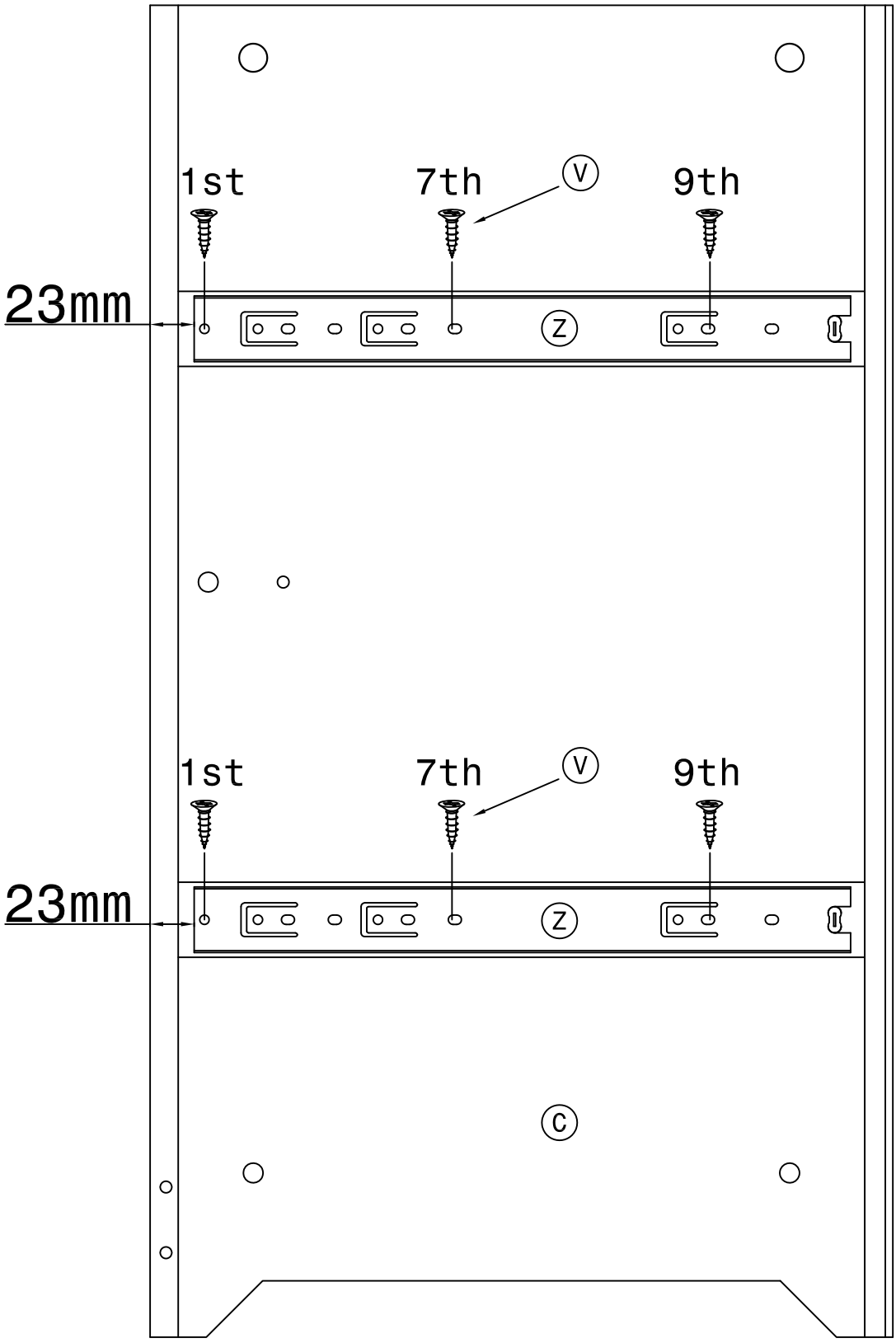
Arrow faces drawer front



Arrow faces drawer front

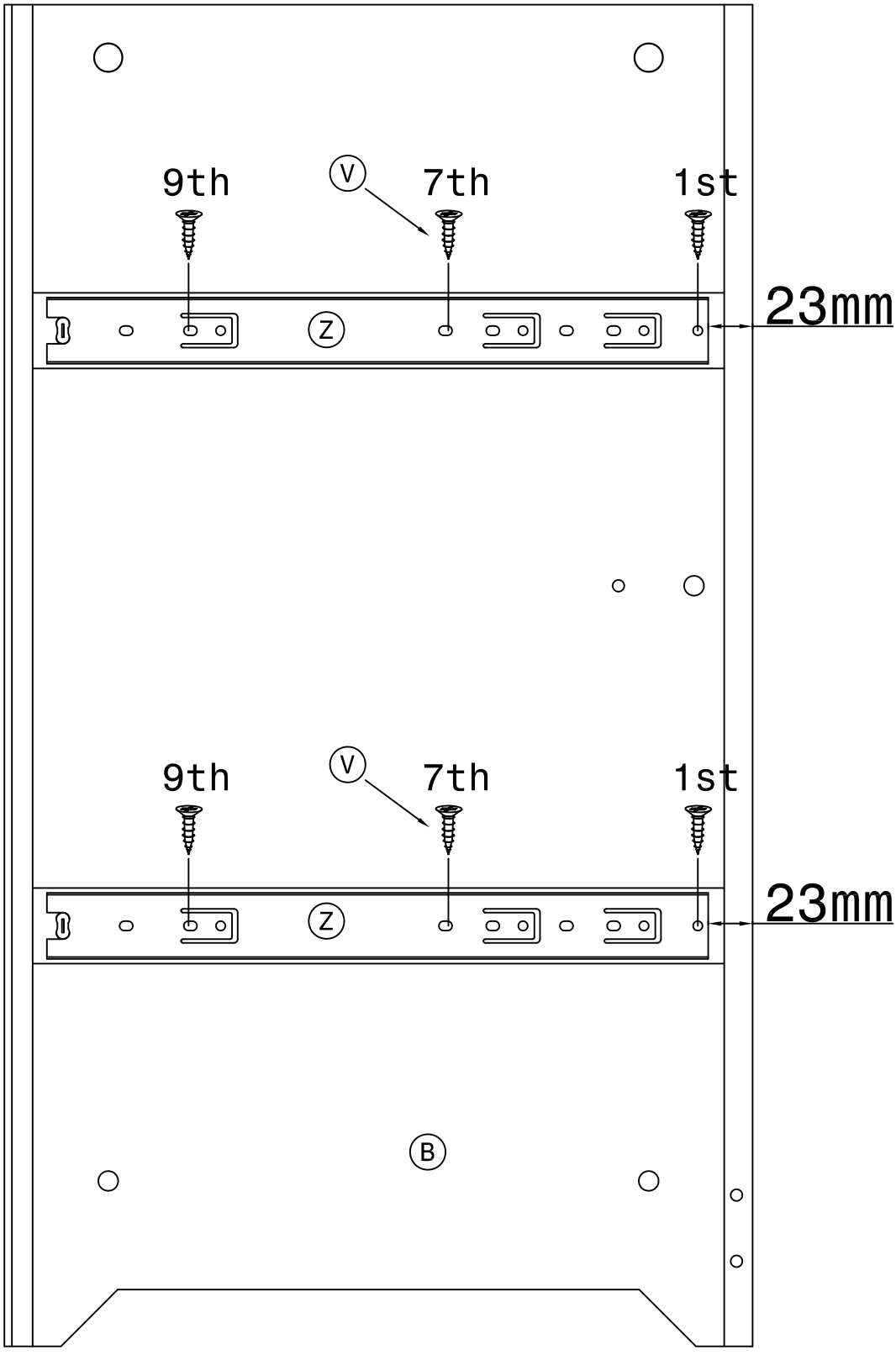
2).ASSEMBLE THE DRAWER.

- ATTACH INNER SLIDES(W) TO DRAWER PANEL SIDES(I/J) USING SCREWS(V).



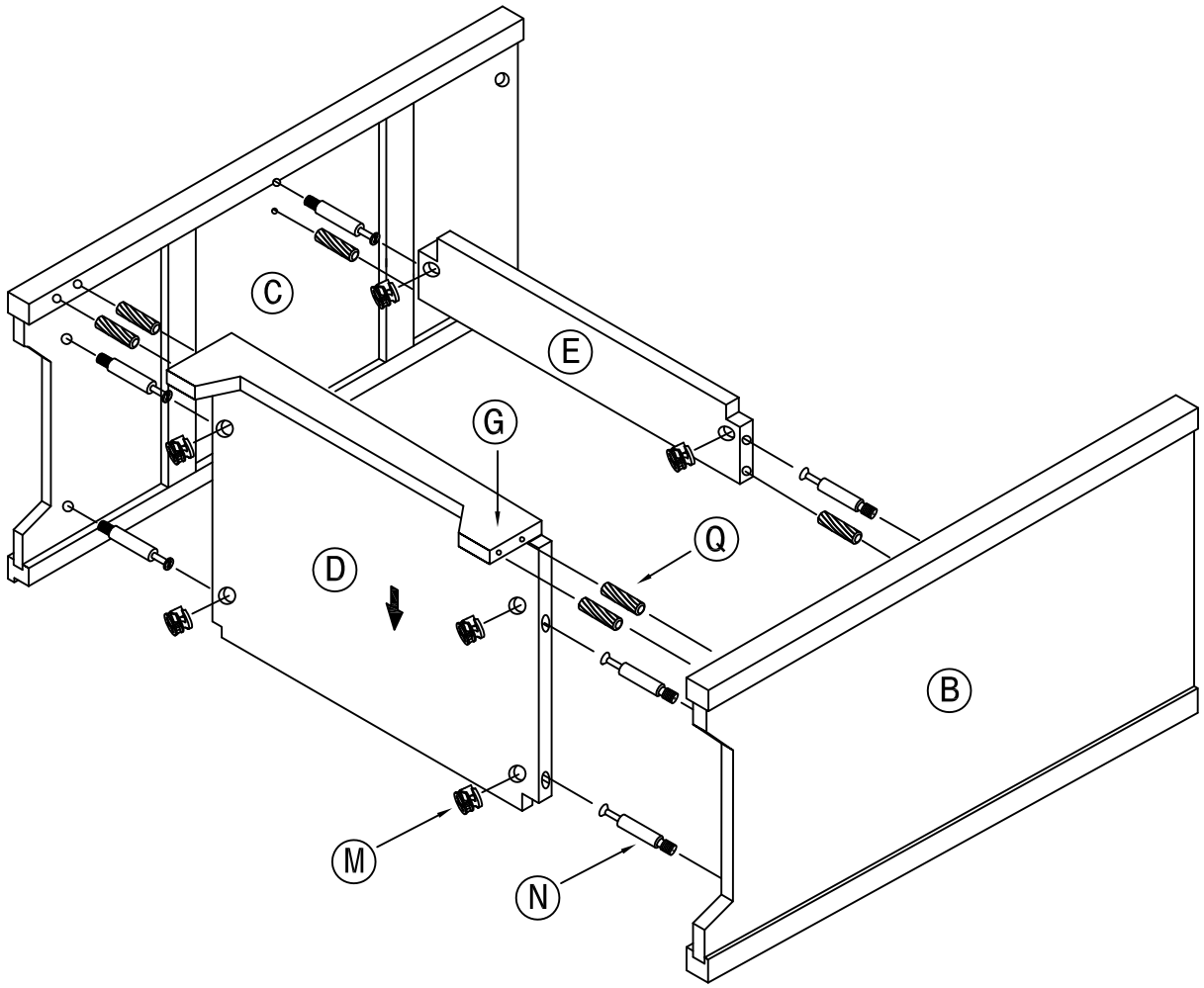
3).ASSEMBLE THE OUTER SLIDES(Z).

- ATTACH THE OUTER SLIDES(Z) TO LEFT SIDE PANEL(C) USING 6 SCREWS(V).



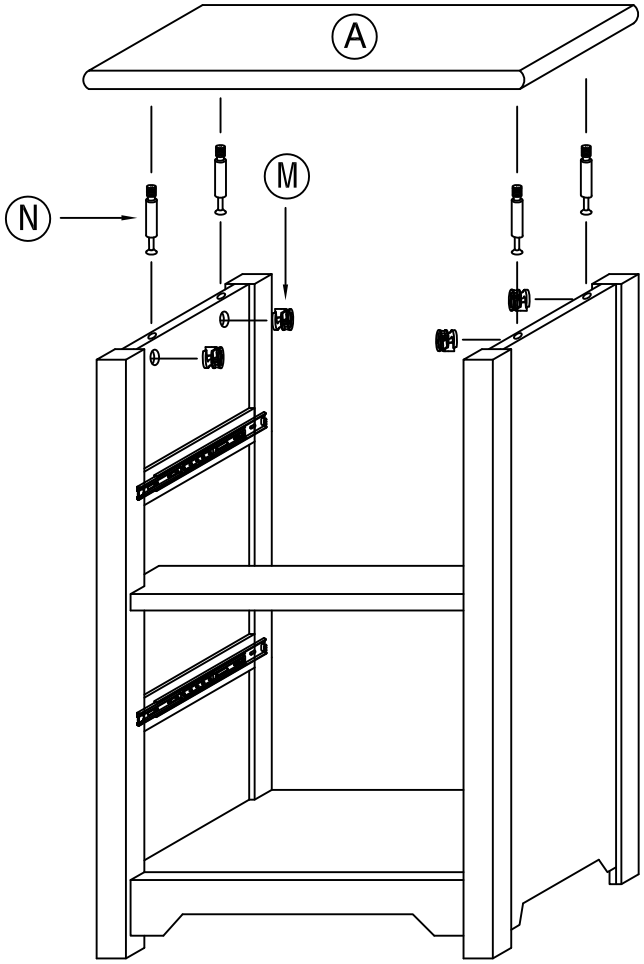
4).ASSEMBLE THE OUTER SLIDES(Z).

- ATTACH THE OUTER SLIDES(Z) TO RIGHT SIDE PANEL(B) USING 6 SCREWS(V).



5).ASSEMBLE THE SIDE PANEL(B/C).

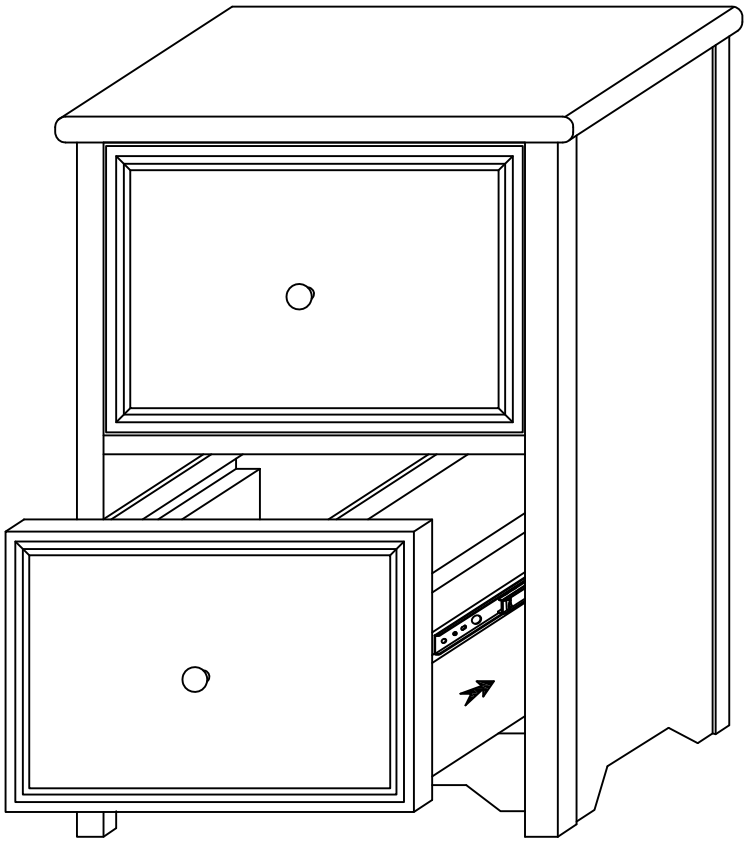
- INSERT THE DOWELS(Q) INTO THE DESIGNATED HOLES IN THE PANELS(E/G).
- ROTATE THE 6 CAM-BOLTS(N) INTO THE HOLES IN THE SIDE PANELS(B/C).
- PLACE THE CAM-BOLTS(N) INTO THE HOLES IN THE PANELS(E/D) AND ATTACH USING CAM-LOCKS(M).



6).ASSEMBLE THE TOP PANEL(A).

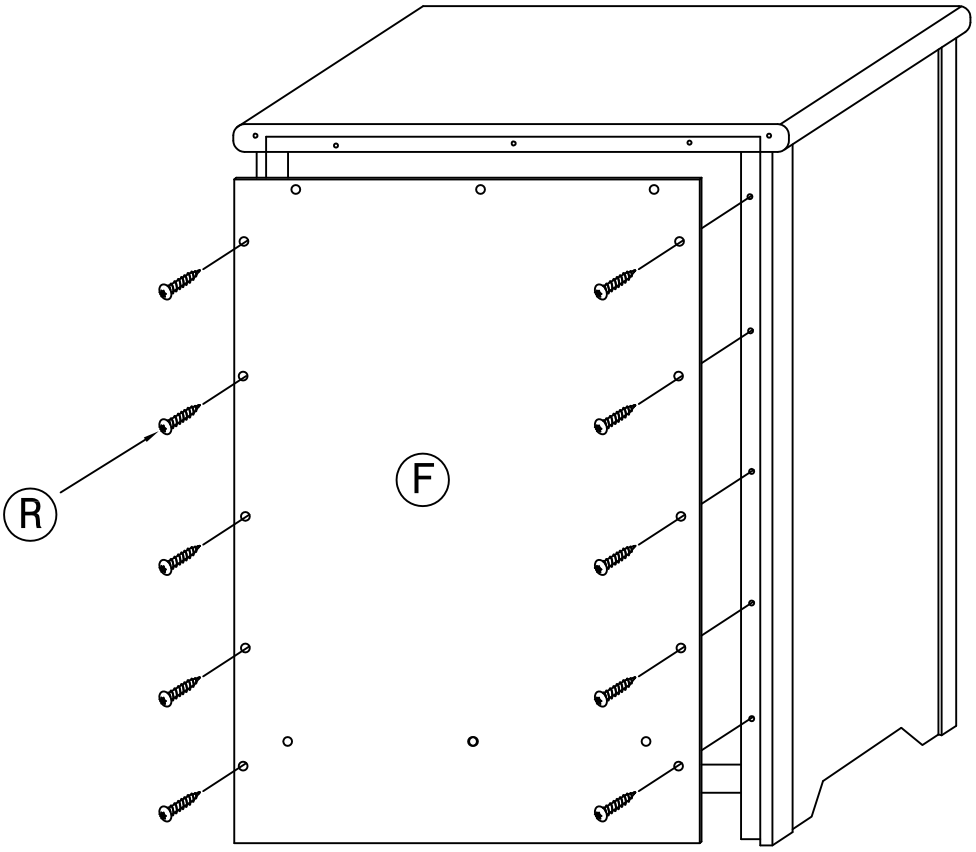
- ROTATE THE 4 CAM-BOLTS(N) INTO THE HOLES IN THE TOP PANEL(A).
- PLACE THE CAM-BOLTS(N) INTO THE HOLES IN THE SIDE PANELS(B/C) AND ATTACH USING CAM-LOCKS(M).

NOTE:ALL DRAWER WILL BE ATTACHED TO THE SLIDES AS DESCRIBED BELOW.



7).ASSEMBLE THE DRAWERS.

- SLIDE THE DRAWER INNER SLIDES INTO THE OUTER SLIDES.

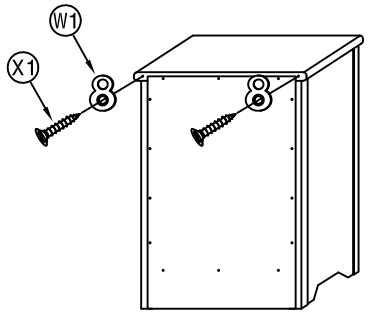
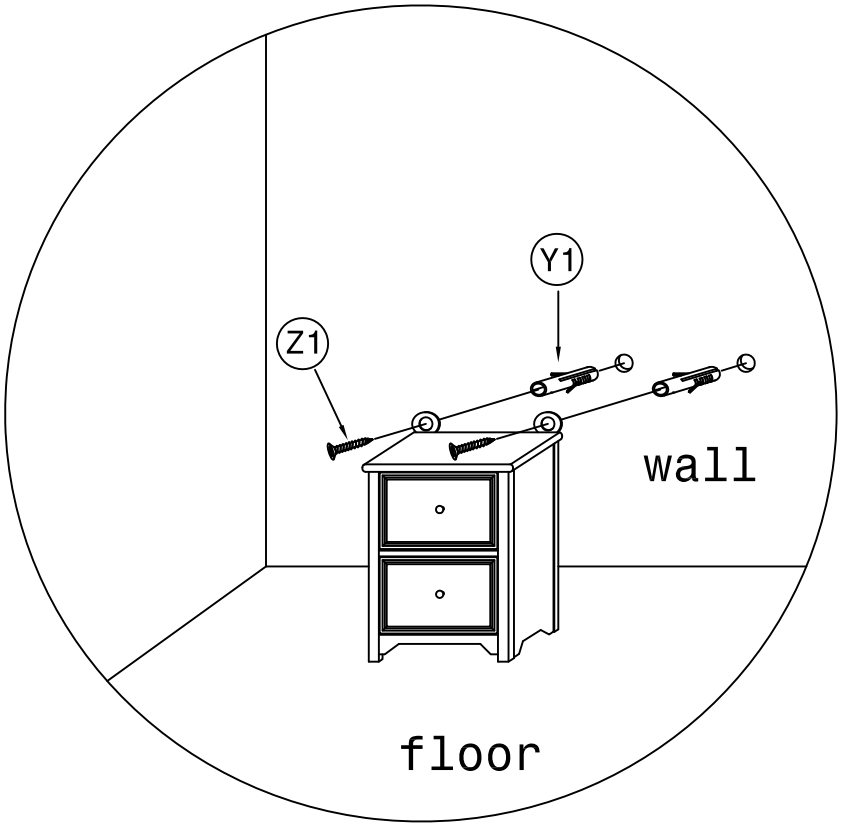


8).ASSEMBLE THE BACK PANEL(F).

● ATTACH BACK PANEL(F) USING SCREWS(R) INTO THE REAR OF SIDE, TOP, AND BOTTOM PANEL.

OPTIONAL TO PREVENT TIPPING

- ATTACH 2 HOOKS(W1) USING 2 SCREWS(X1) IN THE PREDRILLED HOLES OF REAR TOP PANEL.



- DRILL TWO HOLES INTO WALL, PLEASE REFER TO THE REAR TOP PANEL'S HOLE DISTANCE AND HEIGHT.
- PUT 2 GECKOS(Y1) INTO HOLES IN WALL AND ROTATE 2 SCREWS(Z1) INTO GECKOS(Y1).